



**NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
MONITORING PLAN**

**July 2006**

**Division: Social Services**

Col 2

Col 3

Col 4

Col 5

Col 6

Col 7

**Subrecipient Monitoring Plan**

**SFY:**

SFY 05-06

**Program/Page/Compliance Supplement in Monitoring Plan Matrix**

Program Name in Monitoring System (Col C of DSS 1) (Program Management Database Name, if different) (Col D of DSS 1)	General Rqmts for Local Government Grantees Page Number	General Rqmts for Non Local Government Grantees Page Number	Program Specific Rqmts Page Number	Monitoring Tools Page Number	List all Applicable Compliance Supplement(s)	Comments, Background and/or Requirements
Adoption	Section II p 4-6	Section III p 7-9	Section VI p, 2-4	Section VI p, 73-81	<b>CS 93.658-4CL</b>	
Adoption/Special Children's Adoption Fund	Section II p 4-6	Section III p 7-9	Section VI p, 2-4	Section VI p, 73-81	<b>CS-DHHS-45</b>	
After School Programs for At Risk Students	Section II p 4-6	Section III p 7-9	Section VI p, 2-9	Section VI p,	<b>CS 93.558-8</b>	
Child Protective Services-CPS	Section II p 4-6	Section III p 7-9	Section VI p, 2-4	Section VI p, 111-119	<b>CS 93.658-4CL</b>	
Child Support Enforcement	Section II p 4-6	Section III p 7-9	Section V p 1-4	Section V p 4-81	<b>CS 93.563</b>	
Child Welfare Collaborative	Section II p 4-6	Section III p 7-9	Section VI p, 2-9	Section VI p,	<b>CS-93.563</b>	
Family Preservation and Support	Section II p 4-6	Section III p 7-9	Section VI p, 2-9	Section VI p, 26-72	<b>CS DHHS-26</b>	
Family Violence Prevention Grant	Section II p 4-6	Section III p 7-9	Section VI p, 2-9	Section VI p,	<b>CS 93.671</b>	
Food Stamps	Section II p 4-6	Section III p 7-9	Section IV p 28-30	Section IV p 35-54	<b>CS 10.551-CL</b>	
Foster Care Services	Section II p 4-6	Section III p 7-9	Section VI p, 1-24	Section VI p, 120-236	<b>CS 93.658-4CL</b>	
Foster Care Services /NC LINKS	Section II p 4-6	Section III p 7-9	Section VI p, 5-9	Section VI p, 82-87	<b>CS 93.674</b>	
Low Income Home Energy Assistance Program /CIP	Section II p 4-6	Section III p 7-9	Section IV p 30-31	Section IV p 54-55	<b>CS 93.568-3</b>	
Low Income Home Energy Assistance Program/LIHEAP	Section II p 4-6	Section III p 7-9	Section IV p 31-33	Section IV p 55-56	<b>CS 93.568-2</b>	
Refugee Assistance	Section II p 4-6	Section III p 7-9	Section IV p 33-34	Section IV p 57-61	<b>CS 93.566-2</b>	
Work First	Section II p 4-6	Section III p 7-9	Section VI p, 20-25	Section VI p, 12-111	<b>CS 93.558-3</b>	

## SECTION I

### INTRODUCTION

The North Carolina Division of Social Services supervises the delivery of a complex array of services through a network of 100 county departments of social services and over one hundred private contractors. [See Attachment A for Summary of Sub-recipients] Although this structure reflects the strong role of counties and local agencies in North Carolina government, it creates complications in devising a monitoring plan. This monitoring plan builds on current activities, utilizes existing staff and targets limited staff resources to programs at greatest risk while meeting the requirement to monitor all programs.

The purpose of this subrecipient monitoring plan is to implement a monitoring process that will allow the Division to ensure that all sub-recipients are complying with OMB Circular A-133 and all other applicable rules and regulations. One main goal of monitoring is to identify problems before they result in audit finds or turn into bigger problems.

Monitoring includes the review of internal controls to determine if the financial management is adequate to account for program funds in accordance with the funding entity program requirements. Monitoring also includes review of single audit findings to assure that corrections of previous findings have been implemented.

The overall responsibility of monitoring for the Division is assigned to the Division's Monitoring Coordinator. Section Chiefs are responsible for the monitoring of all programs and contracts administered by their Section. To allow for maximum flexibility each Section has written a segment of the Division's overall plan outlining the monitoring process for their programs. This allows the Section to incorporate all current monitoring activities with new or revised activities. Each Section's plan addresses the roles of staff in completion of monitoring activities, corrective actions and updating of information on the DHHS monitoring website. Each Section's monitoring plan will be reviewed biennially and updated as necessary.

Positions to carry out the monitoring plan were identified by the Section Chiefs and will be supervised within the respective Sections. This includes Local Support staff, Program Compliance Representatives and Contract Managers. Contract Managers must review all contracts to determine if the contract is for purchase of services or it is a financial assistance arrangement. Local support staff is assigned to specific local agencies. They provide training, consultation, technical assistance and feedback on performance to their assigned agencies. Program representatives are specialized and conduct the majority of their work at local DSS agencies. Many provide onsite consultation on a monthly or bimonthly basis. Since there are program representatives from 5 sections assigned to each county, counties will receive 25+ site visits from the Division each year. Activities to support Monitoring are part of the functions that the consultants handle during their visits. An explanation of this structure, the roles of individual consultants and county assignments can be found in Attachment B.

All Sections provide required guidelines for eligibility determination in all programs as a means to ensure consistency in how programs are administered. In addition, some of the Division's programmatic Sections have mandated activities such as Food Stamp Quality Control, Food Stamp Management Evaluations, IV-E Monitoring, Child Support Enforcement Monitoring and others that have resulted in very formal procedures. Some Sections incorporate other monitoring activities such as review of Fiscal reports, Management reports and site visits into the ongoing consultation and technical assistance provided to the local agencies by the local support staff.